

Fig. 1

Fig. 2

201

200

Form1 - Microsoft XDocs Enterprise Edition

Expense Report

Report Date: Expense Code: Expense Period: to

Business Purpose:

Employee

Name: Address Line 1:

Title: Address Line 2:

Department: City:

ID Number: State/Province: Postal Code:

E-mail Address: Country/Region:

Manager

Name: E-mail Address:

Itemized Expenses

Currency: USD (\$) ☐

Date	Description	Category	Cost (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal			<input type="text"/>
Less cash advance			<input type="text"/>
Total expenses (\$)			<input type="text"/>

Notes

Signatures

Sign and print your name.

Form template installed on this computer: urn:schemas-microsoft-com:office:xdocs:2003:ExpenseReport (Domestic):1033

start | Inboxes - Microsoft Outlook | 1 Reminder | MSN Web Home Page | RE: MS1-1341US, 30... | Form1 - Microsoft XDocs | untitled - Paint | 5:40 PM

Fig. 3

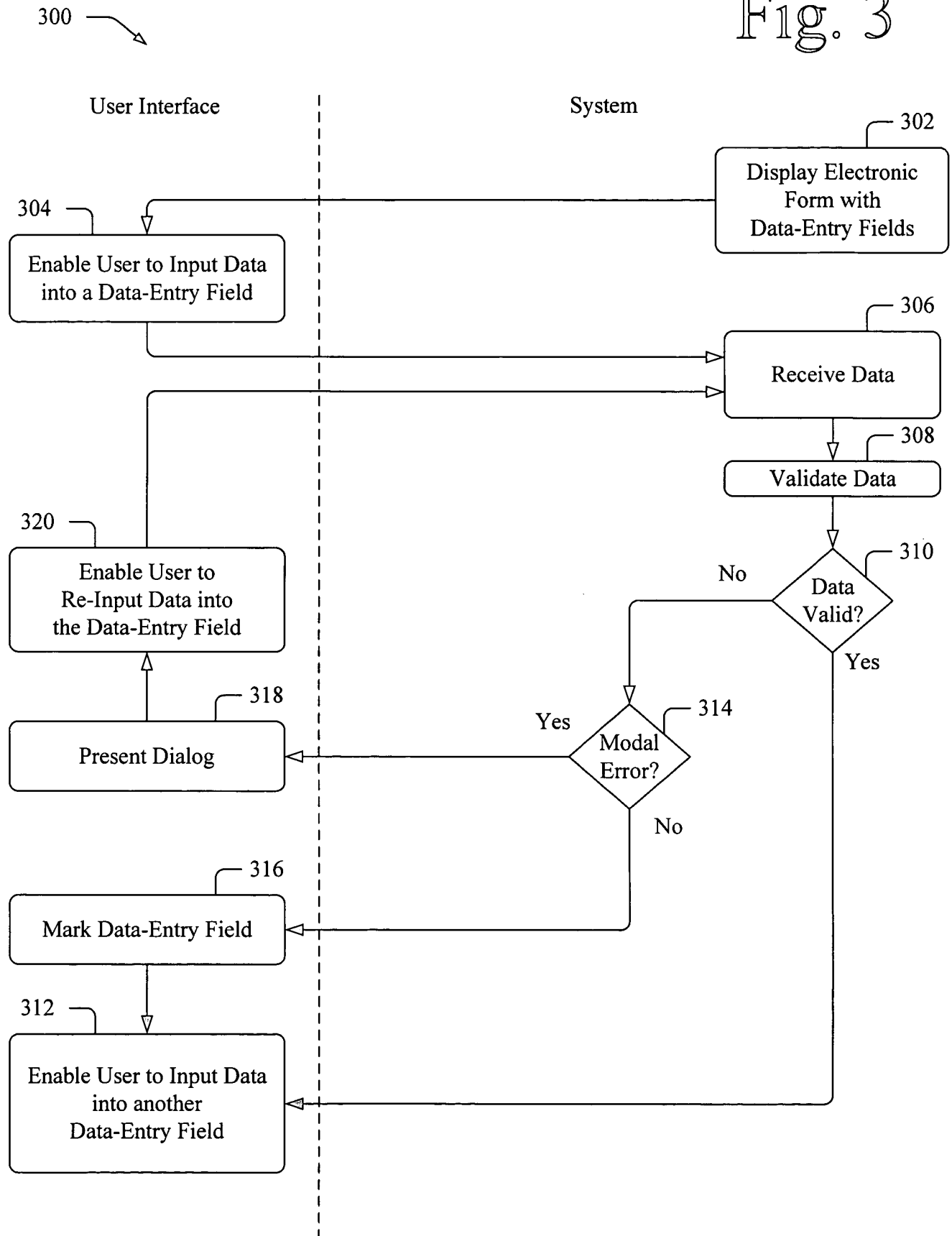


Fig. 4

201

Form1 - Microsoft XDocs Enterprise Edition

File Edit View Insert Format Tools Table Help

Type a question for help

Expense Report

Report Date: 1/27/2003 Expense Code: Expense Period: to

Business Purpose:

Employee

Name: Address Line 1:

Title: Address Line 2:

Department: City:

ID Number: State/Province: Postal Code:

E-mail Address: Country/Region:

Manager

Name: E-mail Address:

Itemized Expenses Currency: USD (\$)

Date	Description	Category	Cost (\$)
Subtotal			
Less cash advance			
Total expenses (\$)			

Notes

Signatures
Sign and print your name.

Form template installed on this computer: urn:schemas-microsoft-com:office:xdocs:roab:ExpenseReportDomestic:1033

start | Microsoft Outlook | 1 Reminder | MSWeb Home Page | RE: MS1-1698US, 30... | Form1 - Microsoft XO... | Paint | 3:40 PM

202

Fig. 5

201

Form1 - Microsoft XDocs Enterprise Edition

File Edit View Insert Format Tools Help Type a question for help

Expense Report

Report Date: 1/27/2003 Expense Code: Expense Period: to

Business Purpose:

Employee

Name: Address Line 1:

Title: Address Line 2:

Department: City:

ID Number: State/Province: Postal Code:

E-mail Address: Country/Region:

Manager

Name: E-mail Address:

Itemized Expenses

Currency: USD (\$) ▼

Date	Description	Category	Cost (\$)
Subtotal			
Less cash advance			
Total expenses (\$)			

Notes

Signatures

Sign and print your name.

202

Form template installed on this computer: urn:schemas-microsoft-com:office:xdocs:jobExpenseReportDomestic:1033

start [Icons] MSWeb Home Page RE: MS1-134US, 30... Form1 - Microsoft XD... untitled - Paint 5:40 PM

Fig. 6

201

Form1 - Microsoft XDocs Enterprise Edition

File Edit View Insert Format Tools Table Help

Type a question for help

Expense Report

Report Date: 1/27/2003 Expense Code: Expense Period: 2/3/2003 to

Business Purpose: The report date occurs before the end of the expense period!

Full error description...

Cut Copy Paste

Employee Name: Title: Address Line 1: Address Line 2: Department: City: ID Number: State/Province: Postal Code: E-mail Address: Country/Region:

Manager Name: E-mail Address:

Itemized Expenses

Currency: USD (\$)

Date	Description	Category	Cost (\$)
Subtotal			
Less cash advance			
Total expenses (\$)			

Notes

Signatures

Sign and print your name.

Form template installed on this computer: urn:schemas-microsoft-com:office:xdocs:job:ExpenseReportDomestic:1033

start [Taskbar icons] 5:41 PM

Fig. 7

201

Form1 - Microsoft XDocs Enterprise Edition

File Edit View Insert Format Tools Table Help

Type a question for help

Expense Report

Report Date: 1/27/2003 Expense Code: Expense Period: 2/3/2003 to 608

Business Purpose:

Employee

Name: Address Line 1:

Title: Address Line 2:

Department: City:

ID Number: State/Province: Postal Code:

E-mail Address: Country/Region:

Manager

Name: E-mail Address:

Microsoft XDocs

The Report Date Must Be Later Than the Expense Period

OK

702

706

704

Itemized Expenses

Currency: USD (\$) ▼

Date	Description	Category	Cost (\$)
Subtotal			
Less cash advance			
Total expenses (\$)			

Notes

Signatures

Sign and print your name.

Form template installed on this computer: urn:schemas-microsoft-com:office:xdocs:web-ExpenseReportDomestic:1033

start [Inbox - Microsoft Outlook] 1 Reminder MSWeb Home Page ... RE: MS1-1341US, 30... Form1 - Microsoft XDocs validation-pst-edit2... 5:41 PM

Fig. 8

201

Form1 - Microsoft XDocs Enterprise Edition

File Edit View Insert Format Tools Table Help

Type a question for help

Expense Report

Report Date: 1/27/2003 Expense Code: 147001 Expense Period: 1/13/2003 to 1/13/2003

Business Purpose: XML Conference Attendance

Employee

Name: John Doe Address Line 1:

Title: Support Engineer Address Line 2:

Department: PC Setup City:

ID Number: 42999 State/Province: Postal Code:

E-mail Address: johnd@somecompany.com Country/Region:

Manager

Name:

Microsoft XDocs

Only numbers between -1.79769313486231E 308 and 1.79769313486231E 308 allowed (double-precision)

OK

Itemized Expenses

Currency: USD (\$)

Date	Description	Category	Cost (\$)
1/13/2003	airfare	Transportation	0.00
Subtotal			0.00
Less cash advance			0.00
Total expenses (\$)			0.00

Notes

Signatures

Sign and print your name.

Form template installed on this computer: um:schemas-microsoft-com:office:xdocs:zob-ExpenseReportDomestic:1033

start | Inbox - Microsoft Outlook | 1 Reminder | MSWeb Home Page | RE: MS1-13411US, 30... | Form1 - Microsoft XDocs | validation-pat-edit3... | 5:43 PM

Fig. 9

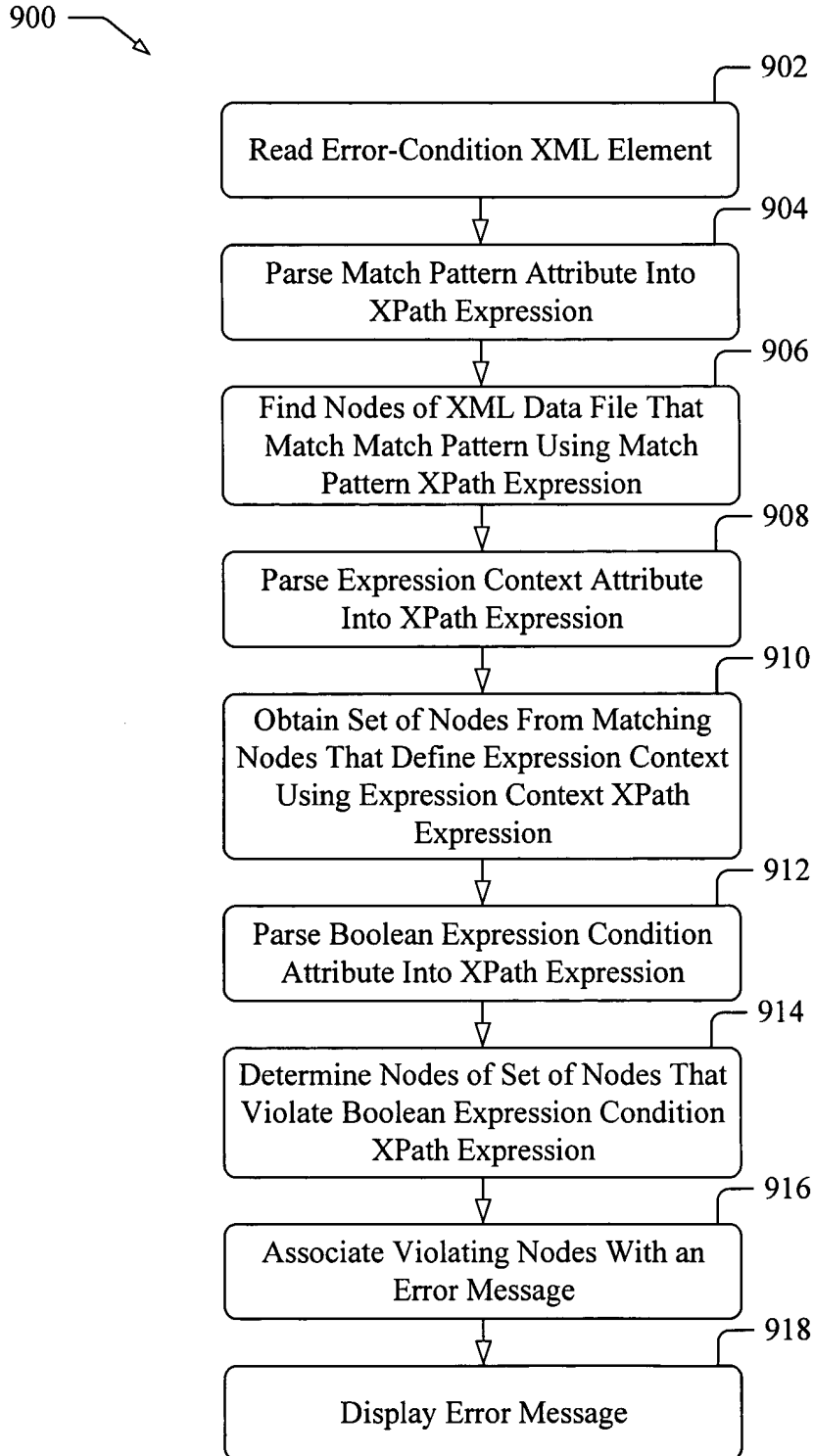


Fig. 10

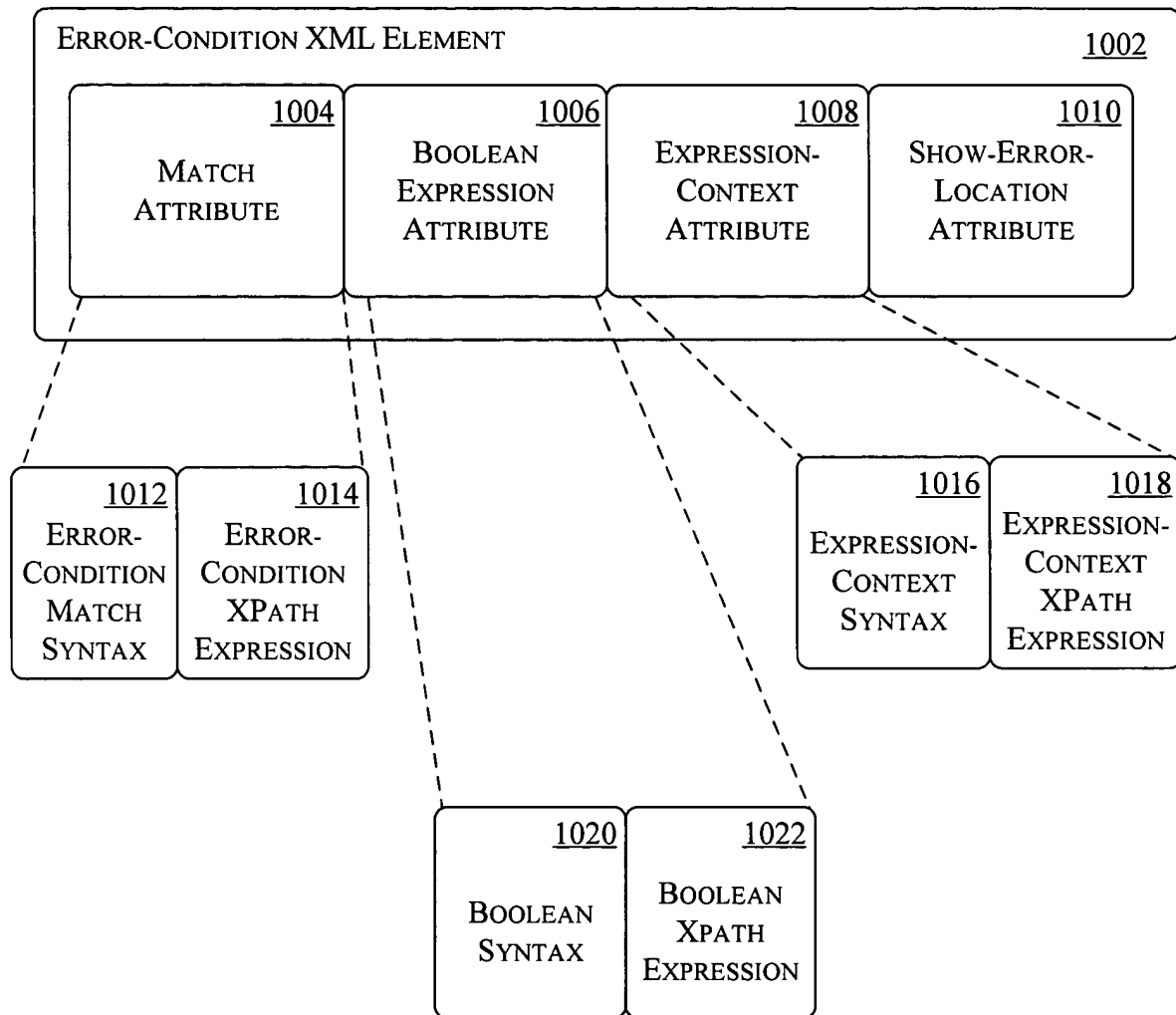


Fig. 11

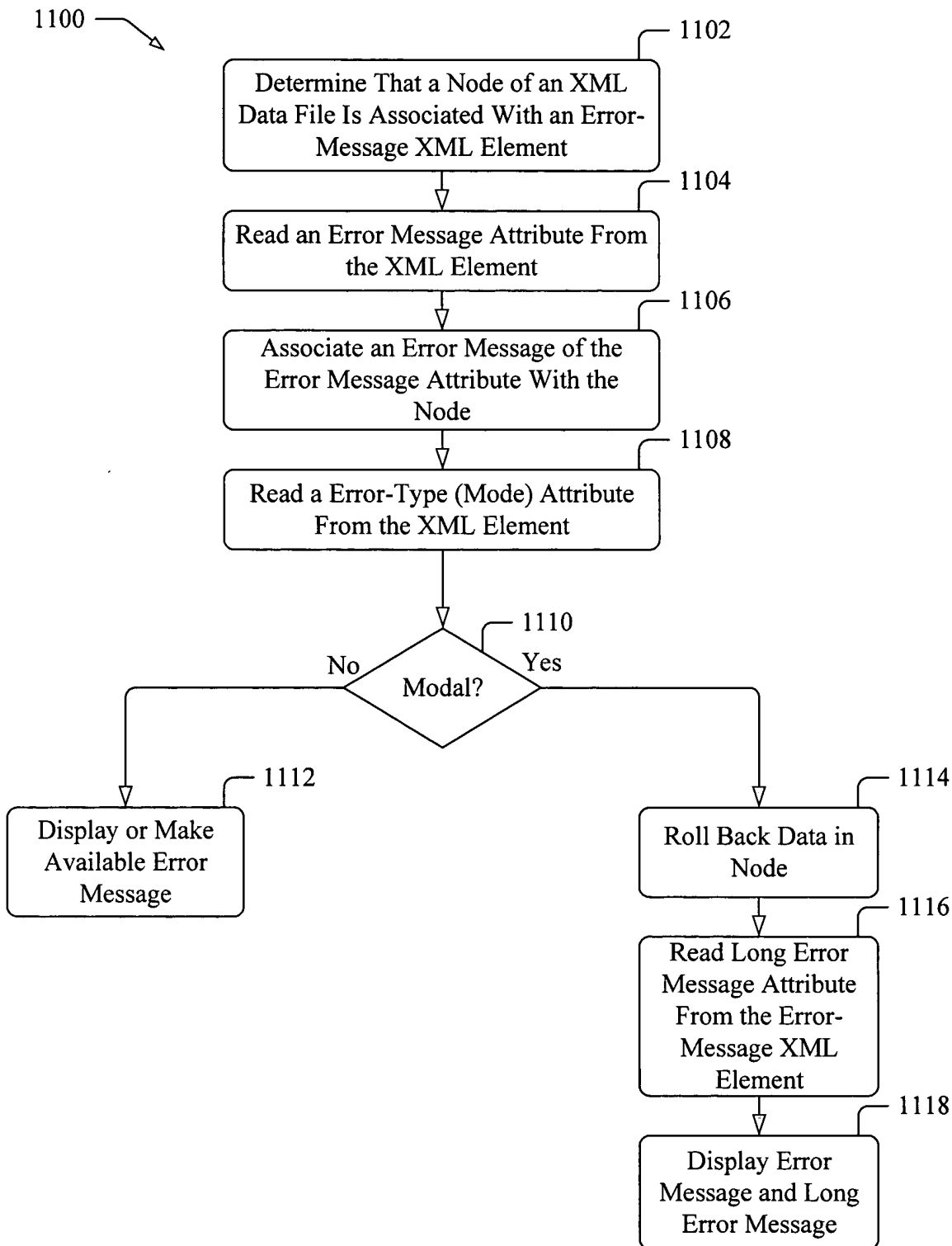


Fig. 12

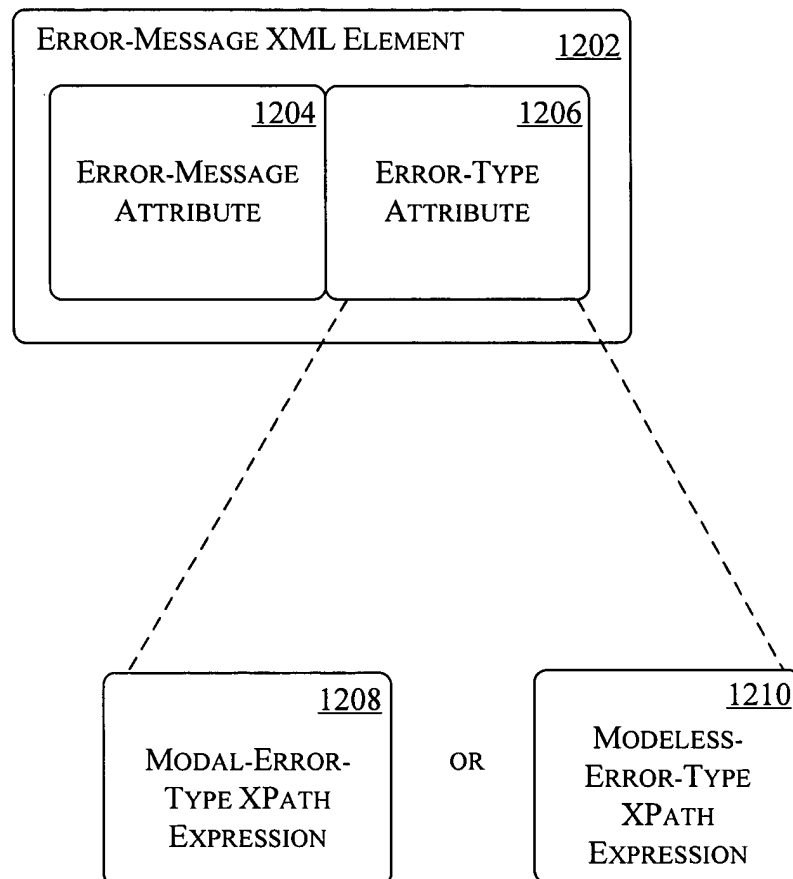
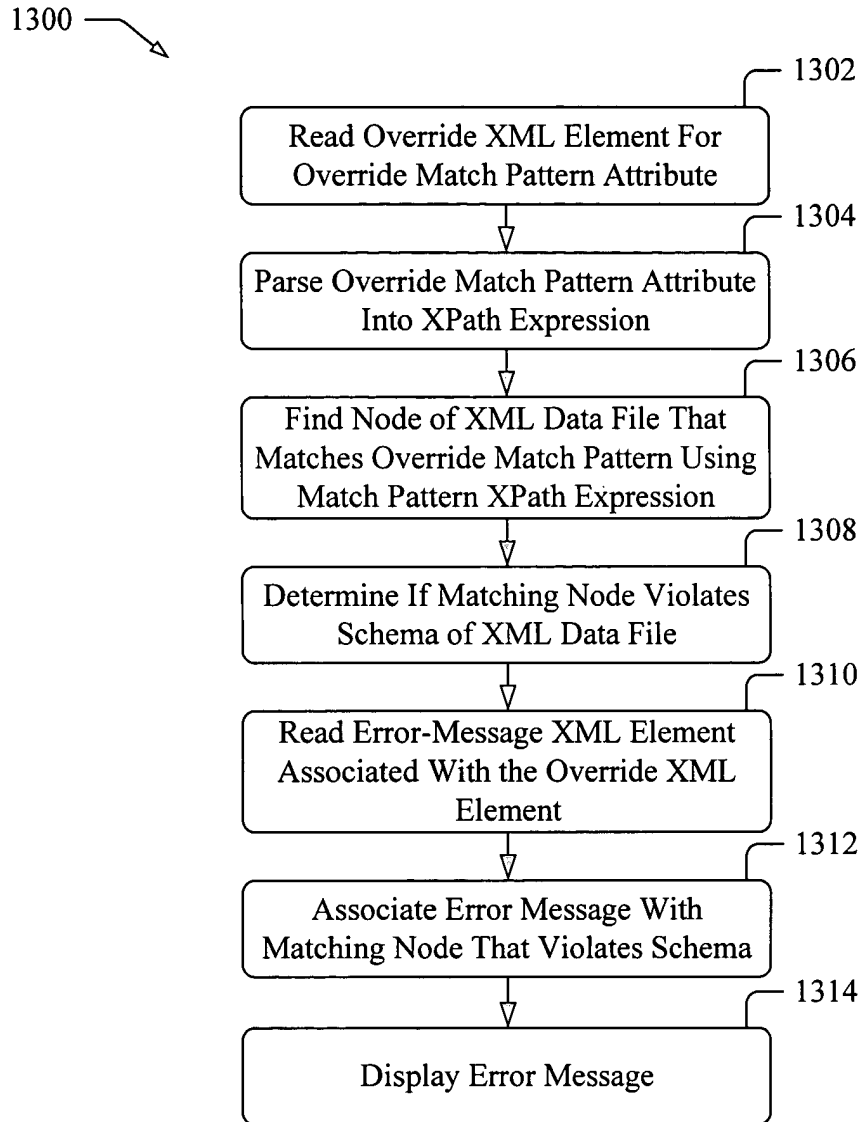


Fig. 13



1400 ↘

Fig. 14

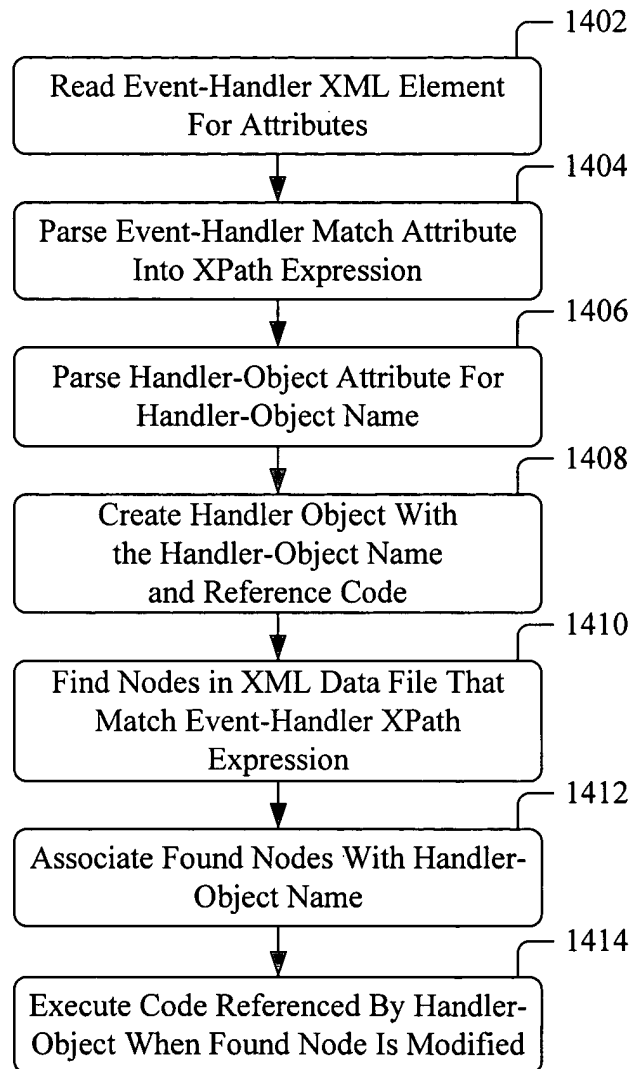


Fig. 15

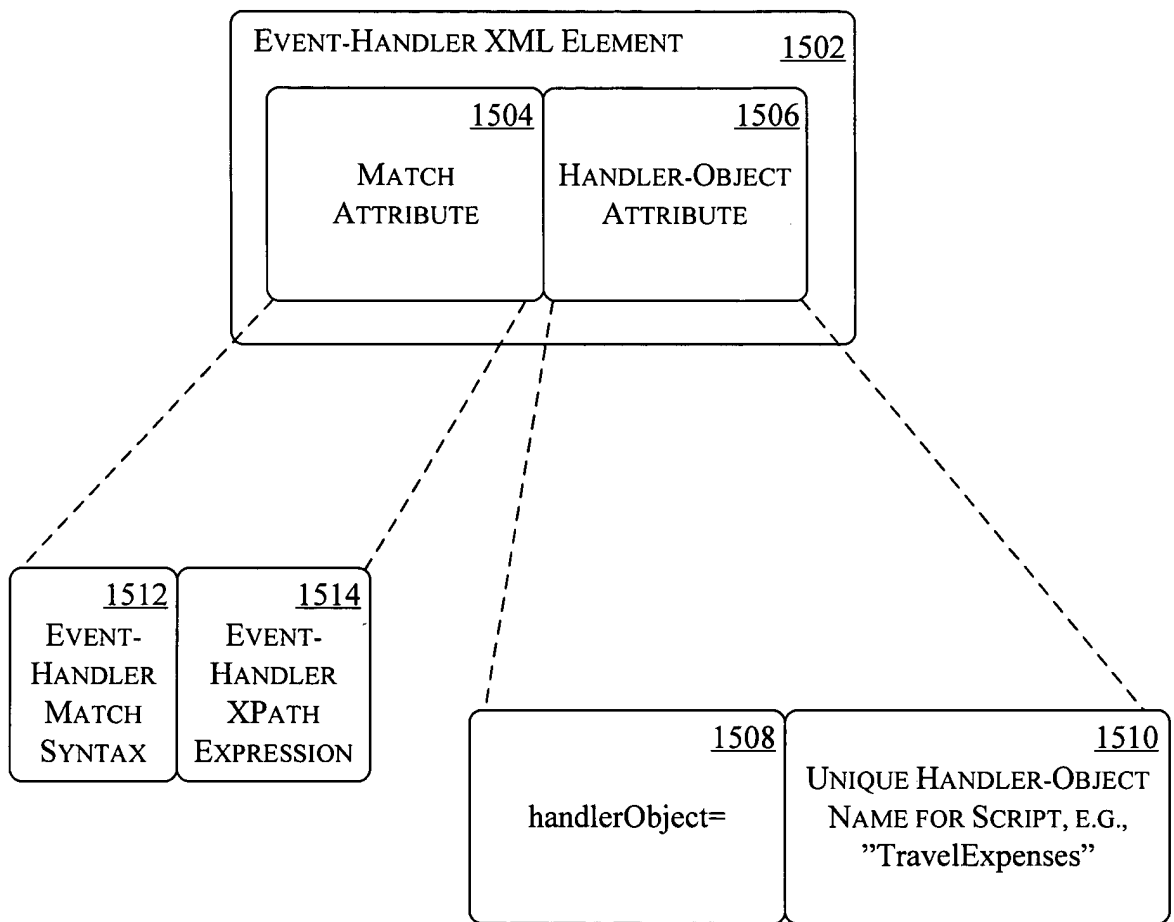


Fig. 16

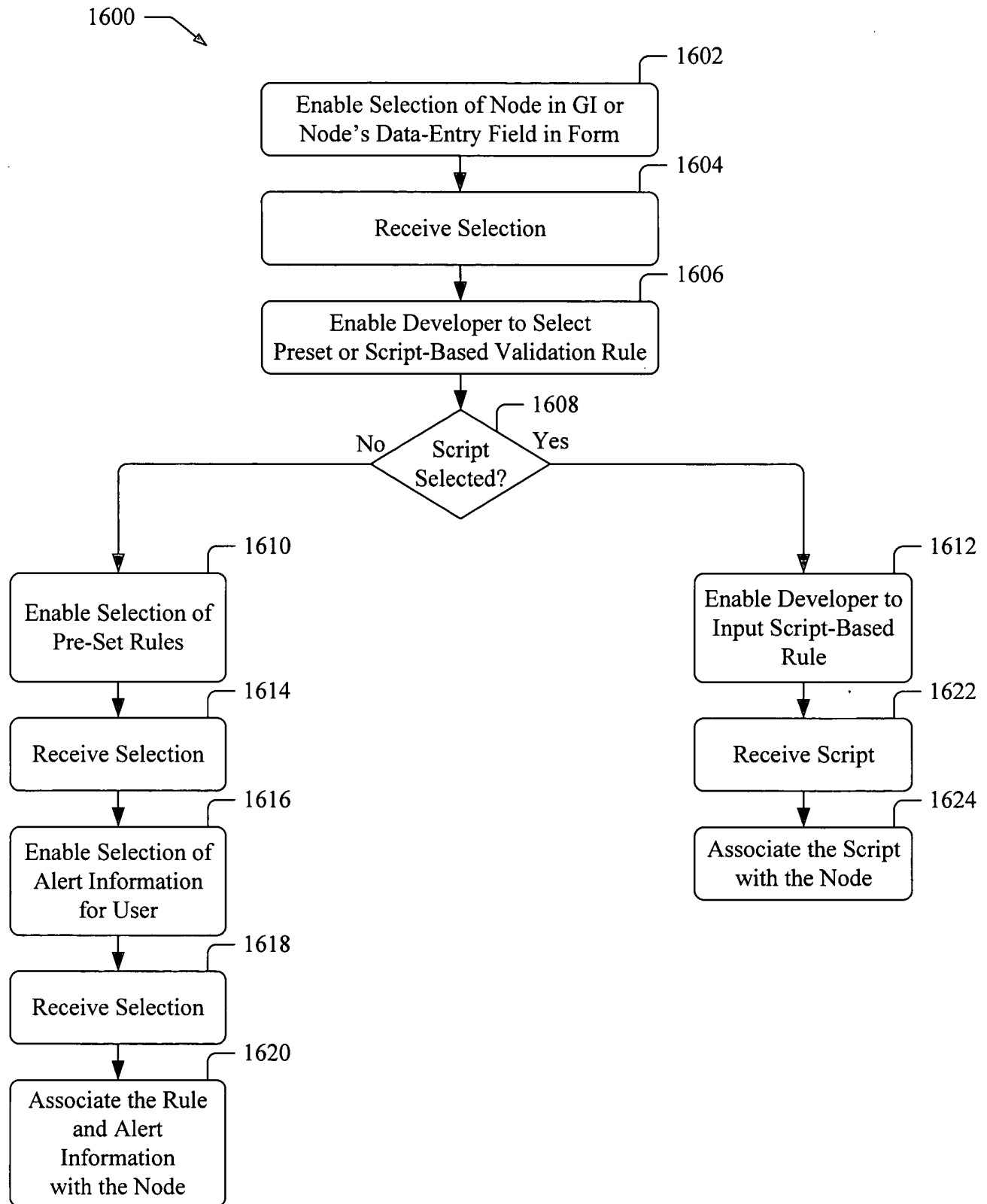


Fig. 17

1700

(Design) Template1 - Microsoft XDocs Enterprise Edition

File Edit View Insert Format Tools Table Help

Preview Form Design Tasks

Verdana

Expense Report

Report Date: Expense Code: Expense Period: to

Business Purpose:

Employee

Name: Address Line 1:
Title: Address Line 2:
Department: City:
ID Number: State/Province:
E-mail Address: Country/Region:

Manager

Name: E-mail Address:

Itemized Expenses

Date	Description	Category	Cost
<input type="text" value="date"/>			0.00
Subtotal			0.00
Less cash advance			0.00
Total expenses			0.00

☒ Repeating Table

Notes

Optional Section

Signatures

Date Picker Properties

Data Display Size Advanced

Binding

Field name: date

Data type: date Format...

Default value:

Example: 12/31/2000

Validation

☐ Cannot be blank

Specify the type and range of data that users can enter.

OK Cancel Apply

Design Tasks

Tasks

- Layout: Insert areas in your form's view to control layout
- Controls: Add controls to let users enter data into the form
- Data Source: Display and modify the form's data source
- Views: Create views to define the appearance of form data

Publish Form... Distribute the form to other users by publishing it in a shared location

Help with Design Tasks

start | Inbox - Microsof... | 1 Reminder | MSWeb Home P... | RE: MS1-1541U... | Form1 - Microso... | (Design) Templ... | validation-pat1... | 5:22 PM

Fig. 18

1800

Expense Report

Report Date: [] Expense Code: [] Expense Period: [] to []

Business Purpose: []

Employee

Name: [] Address Line 1: []

Title: [] Address Line 2: []

Department: [] City: []

ID Number: [] State/Province: []

E-mail Address: [] Country/Region: []

Manager

Name: [] E-mail Address: []

Itemized Expenses

Date	Description	Category	Cost
[date]	[]	[]	0.00
Subtotal			0.00
Less cash advance			0.00
Total expenses			0.00

Notes

Signatures

DesignTasks

Layout

Controls

Data Source

Views

Tasks

Insert areas in your form's view to control layout:

Add controls to let users enter data into the form

Display and modify the form's data source

Create views to define the appearance of form data

Publish Form...

Distribute the form to other users by publishing it in a shared location

Data Validation (date)

Validation

No validation has been set for this field or group.

Add... Delete

Script

Events:

OnBeforeChange

OnValidate

OnAfterChange

OK Cancel

1702

1706

1802

1804

1806

1808

1810

1704

Fig. 19

1900

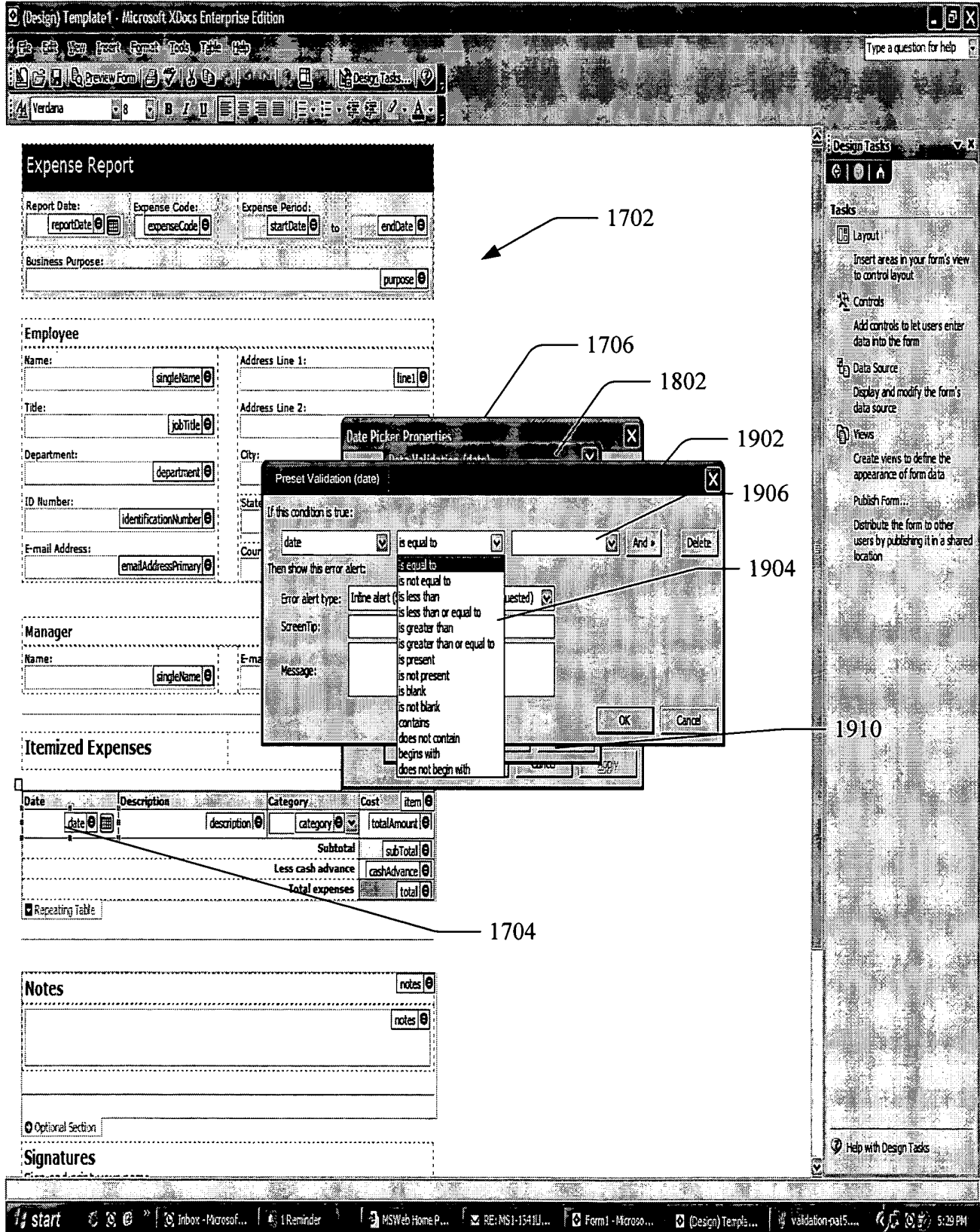


Fig. 20

2000

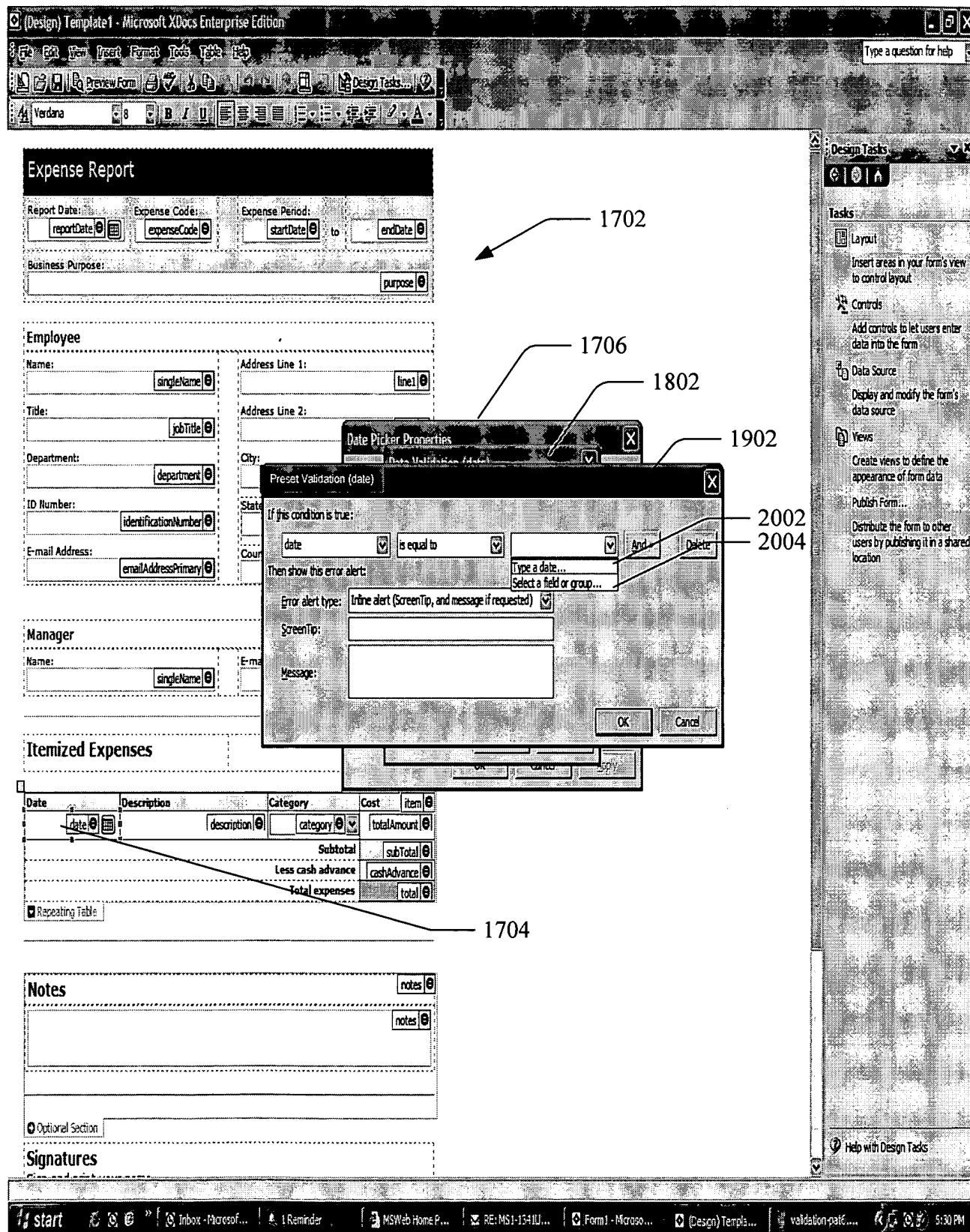


Fig. 21

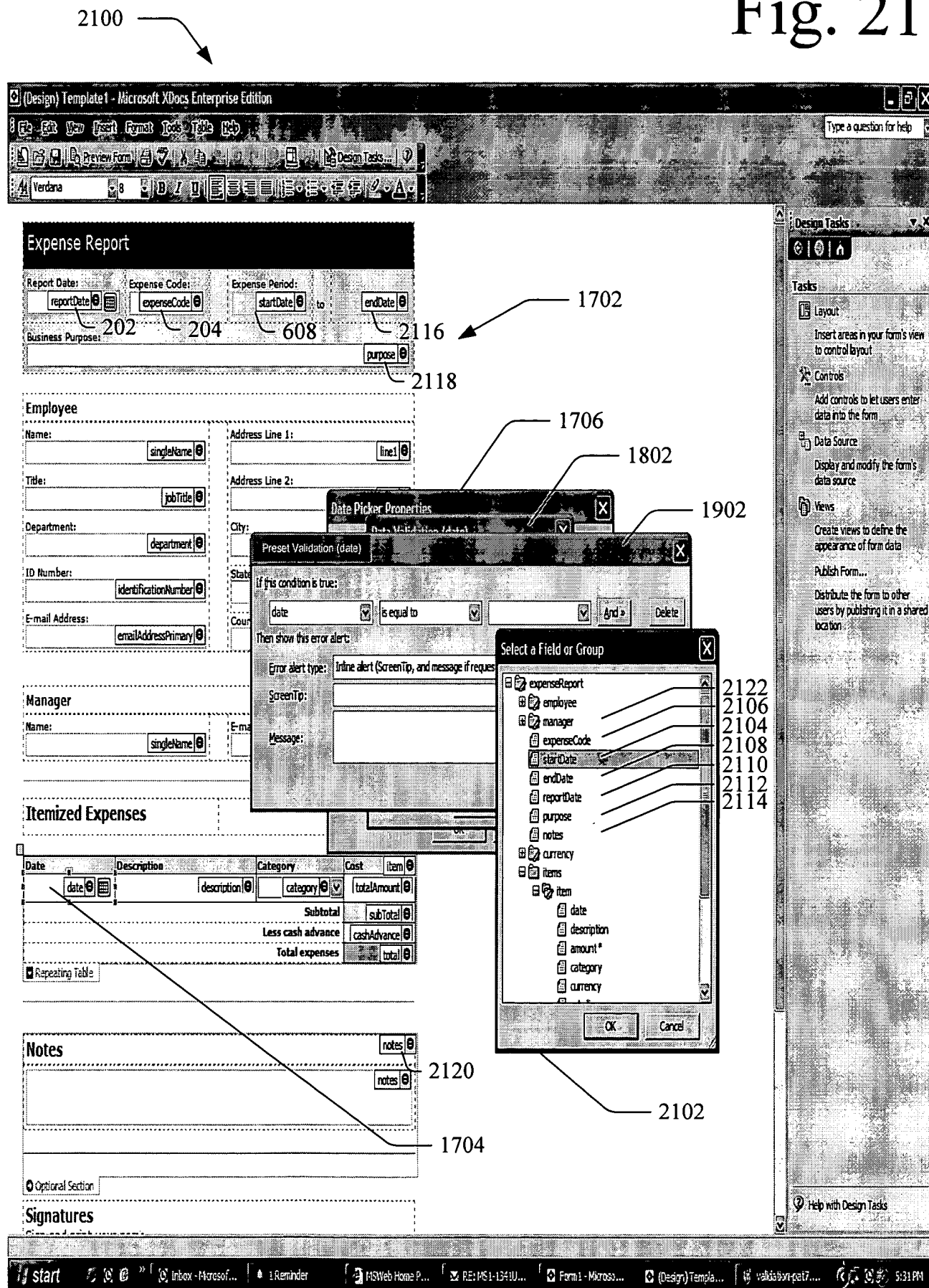


Fig. 22

2200

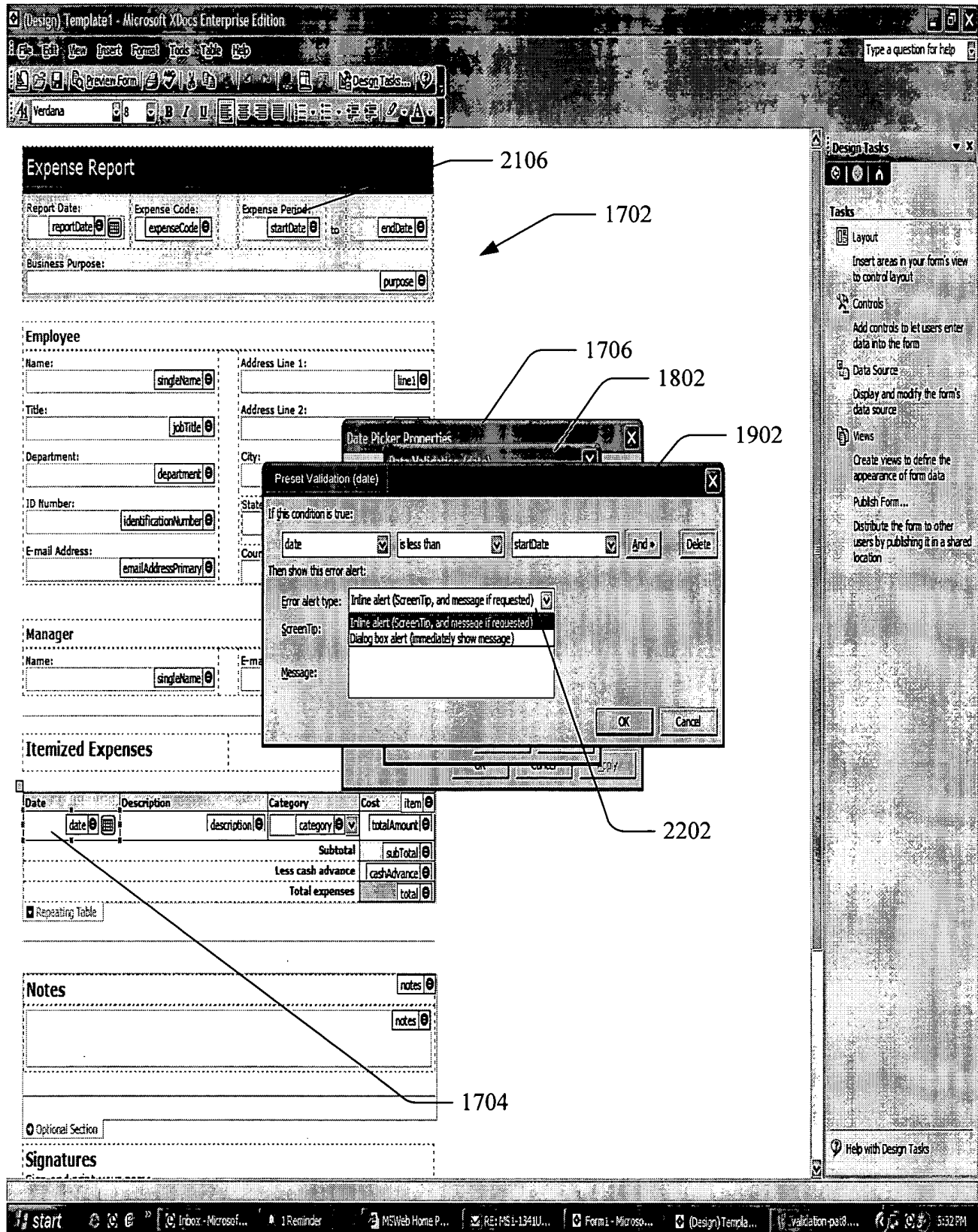


Fig. 23

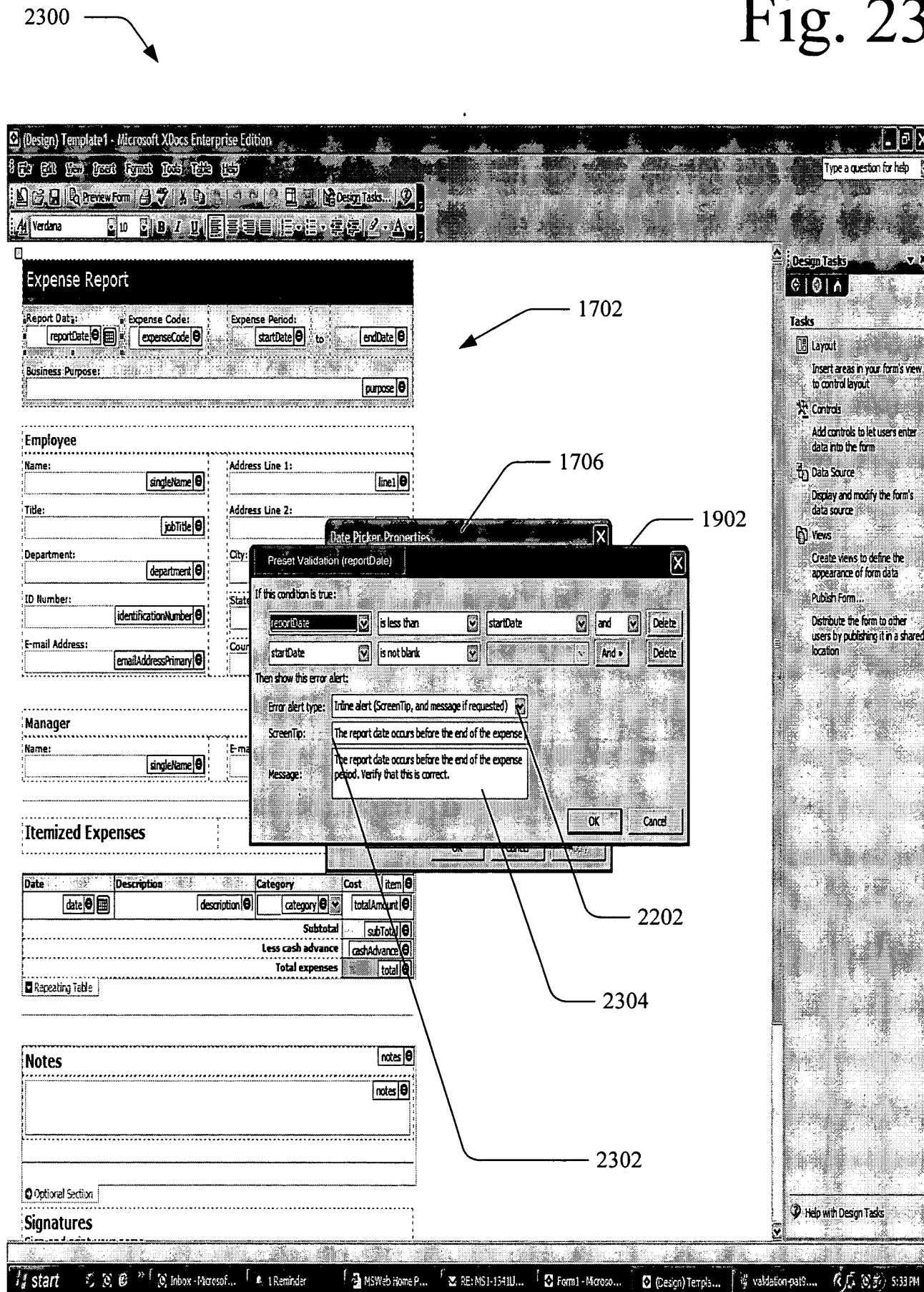


Fig. 24

2400

(Design) Template1 - Microsoft XDocs Enterprise Edition

Expense Report

Report Date: Expense Code: Expense Period: to

Business Purpose:

Employee

Name: Address Line 1:

Title: Address Line 2:

Department: City:

ID Number: State/Province:

E-mail Address: Country/Region:

Manager

Name: E-mail Address:

Itemized Expenses

Date	Description	Category	Cost
date			0.00
Subtotal			0.00
Less cash advance			0.00
Total expenses			0.00

Repeating Table

Notes

Optional Section

Signatures

Date Picker Properties

Data Validation (date)

Validation

No validation has been set for this field or group.

Add... Delete

Script

Events:

OnBeforeChange Edit

OnValidate

OnAfterChange

OK Cancel

Design Tasks

Tasks

- Layout
 - Insert areas in your form's view to control layout
- Controls
 - Add controls to let users enter data into the form
- Data Source
 - Display and modify the form's data source
- Views
 - Create views to define the appearance of form data
 - Publish Form...
 - Distribute the form to other users by publishing it in a shared location

Help with Design Tasks

start | Inboxes - Mic... | 1 Reminder | MSWeb Hom... | RE: MS1-13... | Form1 - Micr... | (Design) Te... | validation-pa... | Template1 - ... | 5:25 PM

lee & hayes

Fig. 25

2500

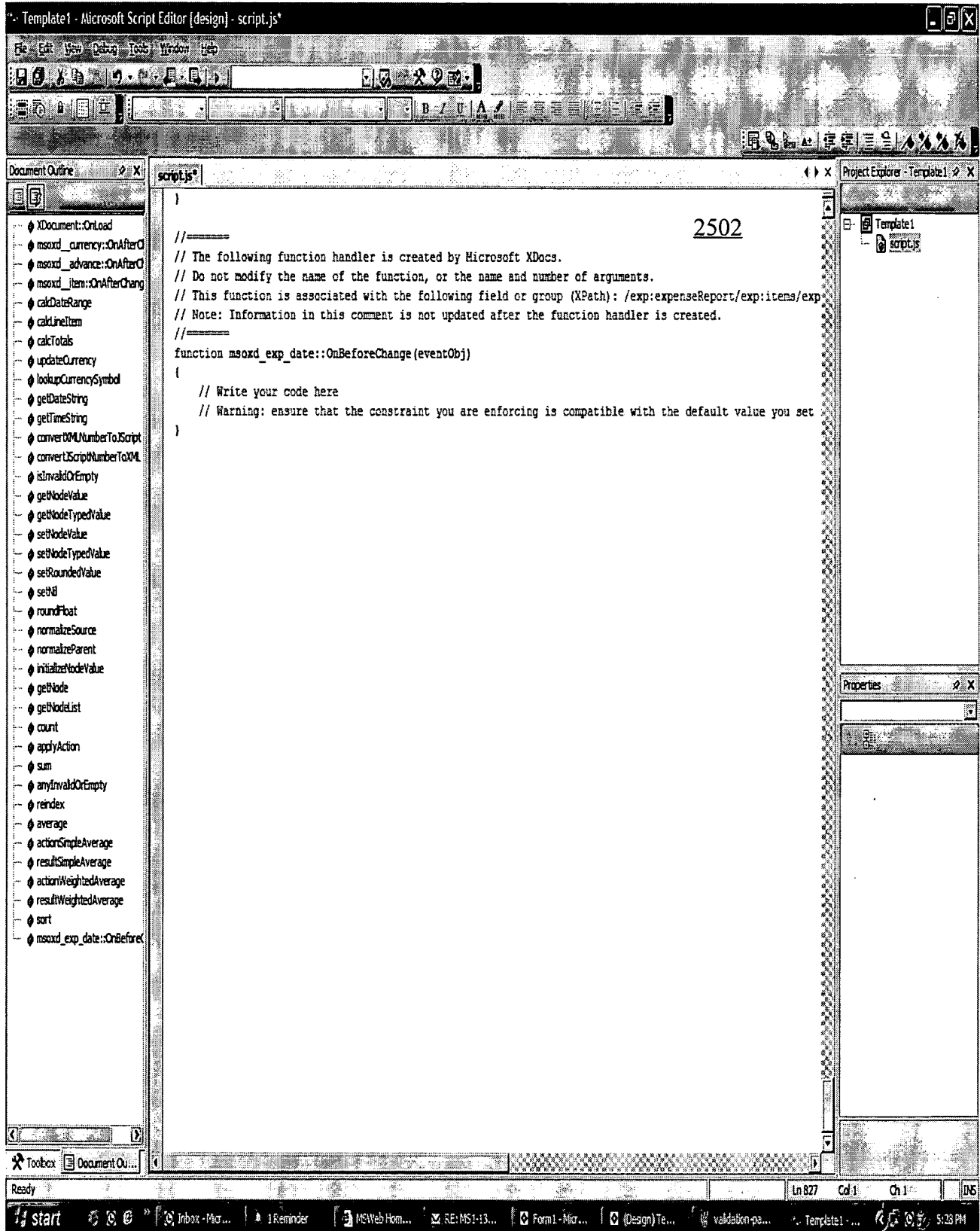


Fig. 26

